

Office of General Counsel  
[redacted] Administrative Officer  
Chief, Records Management Staff

21 April 1961

Revised Records Control Schedule

1. I am forwarding a copy of your revised Records Control Schedule which was prepared as a result of an audit of your records program by [redacted]. The original is being retained in this office and a copy submitted to the Records Center. The schedule supersedes the previous one prepared in 1957 and reflects the various changes effecting the records in your office since that time.
2. It is our policy to conduct an audit of all records control schedules every two years, if possible. This will not preclude any pertinent changes to your schedules that need to be made during that time. I would like to suggest, also, that your Vital Records Schedule be reviewed periodically in order to maintain it on a current up-to-date basis.
3. I wish to thank both you and [redacted] for your assistance to [redacted] during the audit and for your continued interest in maintaining an active records management program in your area.



Distribution:

- Orig & 1 - addressee (with copy of Schedule)
- 1 - Records Center (with copy of Schedule)
- ✓ 1 - [redacted] (with Orig. schedule)
- 1 - RMS

[redacted]  
7/21/61

SECRET

Equipment

General Counsel

15 safes  
40 book case sections  
156 steel shelving sections

Records

	<u>Perm.</u>	<u>Temp</u>	<u>Legal Books</u>
General Counsel	27.5	9.9	588
L. C.	10.4	35.1	
	37.9	45.0	588

Total

37.9 Perm  
45. Temp.  
588 Books  
670.9 cu. ft.



21 April 1961

STA